

5.3. Business Rules

Data Field	Business Rule
SEMAP Indicators Report	Applies only for families in certificate and voucher programs, excluding homeownership (1d=CE or VO and homeownership section not filled), and where type of action (2a) is 1(New Admission), 2 (Annual Reexamination), 3 (Interim Reexamination), 4 (Portability Move-In), 7 (Other Change of Unit), 9 (Annual Reexamination-Searching), or 10 (Issuance of Voucher).
REPORTING RATE	
Number of Families Administered	<p>NUMBER OF:</p> <ul style="list-style-type: none"> Occupied units PLUS port move-ins billing MINUS port move-outs being billed <p>Include homeownership.</p>
Number of Families Reported	<p>NUMBER OF:</p> <ul style="list-style-type: none"> Families contained in MTCS database <p>Include homeownership.</p>
Percent Reported	<p>NUMBER OF:</p> <ul style="list-style-type: none"> Families contained in MTCS database <p>DIVIDED BY:</p> <ul style="list-style-type: none"> Number of Families administered. <p>MULTIPLIED BY:</p> <ul style="list-style-type: none"> 100
LATE REEXAMINATIONS	
Percent Late Reexaminations	<p>NUMBER OF:</p> <ul style="list-style-type: none"> Families WHERE summarization date MINUS effective date of action (line 2b) is greater than 15 months <p>DIVIDED BY:</p> <ul style="list-style-type: none"> Total Number of Families <p>MULTIPLIED BY:</p> <ul style="list-style-type: none"> 100 <p>NOTE:</p> <ul style="list-style-type: none"> For late reexaminations, MTCS considers only 'New Admissions' and 'Annual Re-examinations' (line 2a = 1,2) MTCS uses days as the unit of measurement in the calculation, it assumes 30 days = 1 month, and rounds to the nearest month

Data Field	Business Rule
TENANT RENT DISCREPANCIES	
Number of Tenant Rent Discrepancies	NUMBER OF: <ul style="list-style-type: none"> Families with rent discrepancies
Percent of All Households	NUMBER OF: <ul style="list-style-type: none"> Families with rent discrepancies DIVIDED BY: <ul style="list-style-type: none"> Total number of families MULTIPLIED BY: <ul style="list-style-type: none"> 100 NOTE: Exclude records where: <ul style="list-style-type: none"> 3s = P, AND 11g = OFTO or PBC (i.e., 11g (a) or 11g(e) = Y), OR Section 14 (manufactured home owner) is filled.
HQS - NEWLY LEASED UNITS	
HQS - Newly Leased Units	NOTE: Applies only for families newly leasing units: <ul style="list-style-type: none"> WHERE line 2a = 1, 4, 7 OR WHERE line 12b = Y AND line 2a is not 1, 4, 7.
Passed Inspection Before Contract Effective	NUMBER OF: <ul style="list-style-type: none"> Families WHERE Effective Date of Action (line 2b) is equal to or later than Date Unit Last Passed Inspection (line 5g) WHERE Date Unit Last Passed Inspection (line 5g) is not blank. DIVIDED BY: <ul style="list-style-type: none"> Total number of families WHERE line 2a = 1, 4, 7 OR WHERE line 12b = Y AND line 2a is not 1, 4, or 7.
Passed Inspection After Contract Effective	NUMBER OF: <ul style="list-style-type: none"> Families WHERE Effective Date of Action (line 2b) is earlier than Date Unit Last Passed Inspection (line 5g) WHERE Date Unit Last Passed Inspection (line 5g) is not blank. DIVIDED BY: <ul style="list-style-type: none"> Total number of families WHERE line 2a = 1, 4, 7 OR WHERE line 12b = Y AND line 2a is not 1, 4, or 7.
Not Reported	NUMBER OF: <ul style="list-style-type: none"> Families WHERE Date Unit Last Passed Inspection (line 5g) is blank. DIVIDED BY: <ul style="list-style-type: none"> Total number of families

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	<ul style="list-style-type: none"> • WHERE line 2a = 1, 4, 7 OR • WHERE line 12b = Y AND line 2a is not 1, 4, or 7.
LATE ANNUAL HQS INSPECTIONS	
Percent Late Annual HQS Inspections	<p>NUMBER OF:</p> <ul style="list-style-type: none"> • Families • WHERE summarization date • MINUS Date of Last Annual Inspection (line 5g) is greater than 15 months <p>DIVIDED BY:</p> <ul style="list-style-type: none"> • Total number of families in level of analysis <p>MULTIPLIED BY:</p> <ul style="list-style-type: none"> • 100 <p>NOTE: MTCS uses days as the unit of measurement in the calculation, it assumes 30 days = 1 month, and rounds to the nearest month</p>
FAMILY SELF-SUFFICIENCY	
Number of Families Enrolled	<p>NUMBER OF:</p> <ul style="list-style-type: none"> • Families • WHERE FSS Report Category (line 17b) is marked as <i>Enrollment</i> or <i>Progress</i>
Number of Families with Escrow Balances	<p>NUMBER OF:</p> <ul style="list-style-type: none"> • Families • WHERE FSS Report Category (line 16a) is marked as <i>Progress</i> AND • WHERE FSS Account Balance (line 16d.(2)) is greater than 0 (zero) OR • WHERE FSS Account Amount Disbursed to the Family (line 16d.(3)) is greater than 0 (zero)
Percent with Escrow Balances	<p>NUMBER OF:</p> <ul style="list-style-type: none"> • Families with Escrow Balances <p>DIVIDED BY:</p> <ul style="list-style-type: none"> • Families • WHERE FSS Report Category (line 16a) is marked as <i>Progress</i> <p>MULTIPLIED BY:</p> <ul style="list-style-type: none"> • 100

Data Field	Business Rule
LEASE-UP	
Number Units Leased Year-End Statement (YES)	<u>NUMBER OF:</u> <ul style="list-style-type: none">Occupied units from HUDCAPS as provided on the last approved Year End Settlement Statement
Number of Units Budgeted Last Fiscal Year	<u>NUMBER OF:</u> <ul style="list-style-type: none">Units budgeted from the Budgeted Units Distribution Tables (BDGT) for both certificates and vouchers, for the last PHA fiscal year that has an approved YES (from HUDCAPS at the PHA level).
Percent Leased	<u>NUMBER OF:</u> <ul style="list-style-type: none">Occupied units from HUDCAPS as provided on the last approved Year End Settlement Statement <u>DIVIDED BY:</u> <ul style="list-style-type: none">Number of units budgeted from the Budgeted Units Distribution Tables (BDGT) for both certificates and vouchers, for the last PHA fiscal year that has an approved YES (from HUDCAPS at the PHA level). <u>MULTIPLIED BY:</u> <ul style="list-style-type: none">100